

CORPS/PROGRAM NAME _____

THE SALVATION ARMY ADDENDUM

AGENCY PARTNER AGREEMENT

For Wisconsin ServicePoint Client Information Management System

The Salvation Army Addendum to the Agency Partner Agreement is required to be signed by local officers in each individual location of The Salvation Army utilizing Wisconsin ServicePoint. In addition to all items identified in the Agency Partner Agreement signed by the Wisconsin-Upper Michigan Divisional Commander and ratified by Divisional Finance Board, each individual location is required to comply with all items submitted below.

- Ensure individual users comply with WISP requirements and The Salvation Army Addendum.
- Ensure client confidentiality is maintained and report to DHQ any breaches.
- Maintain appropriate documentation of client consent to participate.
- Coordinate with DHQ when additional users beyond their allocation are needed.
- Will ensure users are not granted access until they have received orientation training.
- Designate a local administrator for consolidating and forwarding information and questions.
- Designate a dedicated individual to be responsible for the procurement and development of necessary reports of WISP information.
- Will ensure users, after receiving training, complete and forward to DHQ WISP User Policy, Responsibility Statement, Code of Ethics and The Salvation Army Addendum.

Signature of Corps Officer/Corp Administrator

Date

Corps or Program

NOTE: The original of this form will be returned to Divisional Headquarters for permanent record. A copy should be maintained locally on file.
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